

Message

From: McGill, Thomas [Mcgill.Thomas@epa.gov]
Sent: 12/16/2020 11:00:43 AM
To: Marcus, Pam [marcus.pam@epa.gov]; Joyner, Sonya [Joyner.Sonya@epa.gov]
CC: Calli, Rosemary [Calli.Rosemary@epa.gov]; Laycock, Kelly [Laycock.Kelly@epa.gov]
Subject: Batch 1: assumption letters for signature
Attachments: 1a - Choctaw Nation of Oklahoma NHPA RTC transmittal.docx; 1b - Miccosukee Tribe of Indians of Florida NHPA RTC transmittal.docx; 1c - Muscogee Creek Nation NHPA RTC transmittal.docx; 1d - Poarch Band of Creek Indians NHPA RTC transmittal.docx; 1e - Seminole Tribe of Florida NHPA RTC transmittal.docx; 1f - SHPO NHPA RTC transmittal.docx; 1g - FDEP NHPA RTC transmittal.docx

Importance: High

Good morning Pam and Sonya!

Attached are 7 letters that need to be prepared for Jeaneanne's signature as quickly as possible. We will follow a different process than normal per Jeaneanne's direction, and here is what I need:

- Please prepare each document for signature. You don't need to proof-read it but please make sure the format is OK after it's converted to PDF.
- Once a document is ready for signature please send it to me and Rosemary (one at a time).
- Rosemary or I will transmit the letters to Jeaneanne for signature once all 7 letters are ready.
- Once signed, Rosemary or I will make sure you get a copy.

I will give you a call once I see that you're online. We need your help with other documents and we'll send separate emails on those. Thanks!

Tom

From: McGill, Thomas
Sent: Tuesday, December 15, 2020 2:51 PM
To: Marcus, Pam <marcus.pam@epa.gov>; Joyner, Sonya <Joyner.Sonya@epa.gov>
Cc: Gettle, Jeaneanne <Gettle.Jeaneanne@epa.gov>; Jones, Erica <Jones.Erica@epa.gov>
Subject: please prepare for Jeaneannes's signature as soon as possible
Importance: High

Jeaneanne needs to sign 8 letters today, and I just spoke with her about the plan. I will send these one at a time to you, and you only need to review for glaring formatting errors and then prepare for her signature. When you send each letter to her, please copy me, Rosemary, Kelly, Michael Creswell, Matt Hicks, and Mita Ghosh. I will send the first letter in a few minutes. Tom